

JOB TITLE: Right-of-Way Agent

ENG/7-429

DEPARTMENT: Engineering, Fayette County

JOB SUMMARY: This position is responsible for performing administrative and technical duties in the coordination of right-of-way acquisitions, easements, and transportation-related construction and improvement projects.

MAJOR DUTIES:

- o Acquires rights-of-way access rights and easements for county improvement projects related to the development and construction of roads, bridges, buildings, parks, utilities and other Public Works facilities in accordance with federal, state, and local requirements.
- o Contacts property owners and negotiates to secure property for construction projects through donation, purchase, or condemnation.
- o Manages county transportation projects, ensuring completion per specifications, schedule, and budget; oversees field operations of construction crews; verifies payment requests.
- o Prepares invitation to bids, requests for proposals, project estimates, requisitions and purchase orders, project specifications, and associated contract documents.
- o Conducts title searches, prepares land acquisition forms, and selects and works with independent appraisers to establish current market values of subject land.
- o Coordinates project activities with other county departments, outside agencies, and the public.
- o Investigates and responds to questions and complaints related to the Public Works Department.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of surveying, engineering and construction principles and practices associated with the implementation of transportation and construction projects.
- o Knowledge of federal, state, and local laws related to property acquisition and transportation construction activities.

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- o Knowledge of the geography of the county and other local areas.
- o Skill in reading construction drawings and specifications and managing multiple projects.
- o Skill in problem solving and decision making.
- o Skill in budget preparation and management.
- o Skill in operating a personal computer and related software, i.e., AutoCAD, geographic information systems (GIS), and surveying equipment.
- o Skill in interpersonal relations.
- o Skill in making public presentations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Engineer assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include county codes, engineering standards, building codes, other relevant federal, state, and local laws, and government and department policies and procedures. These guidelines are generally clear and specific but may require interpretation in application.

COMPLEXITY: The work consists of varied administrative and technical duties. Negotiations with property owners contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to coordinate right-of-way acquisitions and transportation construction activities. Successful performance promotes healthy growth and positive development for the region.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, property owners, appraisers, negotiators, attorneys, contractors, architects, representatives of other service or product providers, representatives of other agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and justify, negotiate, or settle matters.

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PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts heavy objects and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors where the employee may be exposed to cold or inclement weather, noise, dust, dirt, grease, and machinery with moving parts.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of an associate's degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of

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Georgia for the type of vehicle or equipment operated.

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